Flexible Spending Account FY2022 Online Enrollment

Health Care Spending Accounts (HCSA)
Dependent Care Assistance Program (DCAP)

We wish to remind participants that you must re-enroll online for these plans each year!

Open Enrollment: April 7, 2021 - May 5, 2021

New Users:
If you are currently enrolled in FY2021, and you have never logged in before, please follow all steps outlined below.

Existing Users:
If you are currently enrolled in FY2021, and you have previously created an account and logged in, please skip to the "How to Begin Enrollment" section below.

How to Login:
Open your browser (e.g. Google Chrome) and log into our website: benstrat.navigatorsuite.com/.

IMPORTANT:
Current Enrollees in the FY2021 FSA Program: Please use the enrollment process outlined below.
New Enrollees to the GIC's FY2022 FSA Program: Please complete the FSA enrollment e-form available at www.benstrat.com/gic-fsa

Log in to your online account
If you are currently enrolled and have logged in before, please enter your username and password and then click the Login button. If you are currently enrolled and have not logged in before click "create your username and password" link.
STEP 1 (New Users Only): Enter your First Name, Last Name, Zip Code and SSN or Employee ID (EEID).

User Identification (Step 1 of 3)

Complete the information below to verify your identity.

- **First Name**
- **Last Name**
- **Zip Code**
- **SSN or Employee ID**

Security Questions (Step 2 of 3)

Select and enter your Security Questions.

- **Select a question...**
- **Select a question...**
- **Select a question...**

Change Username and Password (Step 3 of 3)

Choose your Username and Password

- Username must contain alphanumeric characters and any of the following special characters: period (.), at sign (@), underscore (_), and dash (-).
- Your password must have a minimum of 6 characters, contain both upper and lower case letters, and contain at least one number.

TIP! Be sure to take note of your username and password, and keep in a secure place, as you'll need this to access your FY2021 account when logging in.
How to Begin Enrollment

Click Enroll Now.

Click Begin Your Enrollment Now

Enrolling in Benefits
You will be guided step-by-step through the enrollment process, so just follow along, enter the required information and click on “Continue” after each screen.

Please note: screenshots are for reference purposes only and may not reflect the upcoming plan year dates.
How to Begin Enrollment

STEP 1: Verify/update your personal information.

STEP 2: Add and/or verify Dependents to the system.
*This is required if you have tax dependents under the age of 26 for COBRA purposes

- Review any dependents already listed on your account
- Enter your dependent’s information and click Add to List to add this dependent. Repeat this step for each eligible dependent you would like to add.
STEP 3: Review Plan Rules

- The GIC has listed important plan rules you should be aware of before you enroll. Read these rules carefully.

- Check **I have read and understand the rules** for each plan.

STEP 4: Make Plan Elections

- Enter your annual election for each plan in which you want to enroll within the "Max Employee Election" as indicated to the right of the box.

*Please Note: HCSA minimum election is $250*

STEP 5: Select the payment method for reimbursement

- If you want to continue use of your current card or order a new card you must select FlexExpress Debit card and an alternate reimbursement method.

- If you select Direct Deposit, you must complete the direct deposit set up.

- Direct deposit encouraged (paper checks require a $25 minimum).
STEP 6: Review your enrollment

- Make sure you click submit to complete enrollment
- You will receive an additional notification confirming your elections and more important information prior to the plan year starting
  - Please note: If you elected DCAP and did not enter your dependents’ information, you will still be enrolled in the DCAP plan and have deductions taken regardless of the enrollment confirmation displaying “not eligible”

STEP 7: Print Enrollment Confirmation

- Keep all enrollment information for your personal records